

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF UTAH
OFFICE OF THE CLERK

MEMORANDUM

November 21, 2003

To: Bankruptcy Practitioners
From: William Stillgebauer, Clerk of Court
Re: Official Form 21

Following are important changes, that practitioners need to be aware of, and act accordingly.

- **The New Official Form 21, Statement of Social Security Number, must be filed with the voluntary petition**
- For ECF filers, this form must be filed separately from the voluntary petition and/or the Statement of Affairs/Schedules, because the new viewing of the image will be restricted.
- The voluntary petition for debtor(s) should only list the last four (4) digits of the Social Security Number(s). Likewise, if your filed Statement of Affairs/Schedules usually list ss#'s on the top, only four (4) digits should be shown.
- When listing account numbers on schedules, use only the last four (4) digits of an account number;
- When completing Schedule I with children's names, utilize initials only;
- Please exercise caution when filing documents that contain personal identifying numbers, medical records, or proprietary or trade secret information;
- Please be very prudent when filing exhibits to Proofs of Claim, Motions, Affidavits, Objections, etc.;
- Please be aware that the 341 Notice sent to all creditors will, in fact, contain the social security number of the debtor(s), but the certificate of mailing copy will only display the last four (4) digits of the number;
- Please be aware of the E- Government Act of 2002 which is a significant precursor to the changes in the Bankruptcy Rules that becomes effective on 12/1/03.